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The classes listed in this catalog are offered for your personal development, they do not award students with college credit. All classes are held in the Base Education Center. Courses are completed in one session and run from two to four hours. Students should always bring paper and pencil. Class schedules are published monthly in the Fairchild Connection, to schedule for a class call the Base Education Office at 247-2348 or email at [92mss.dpe@fairchild.af.mil](mailto:92mss.dpe@fairchild.af.mil).

# LEADERSHIP DEVELOPMENT



Mission: Help the Fairchild community become better leaders, supervisors, and Air Force members through leadership education and training.

## **ADULT LEARNER**

**Who Will Benefit:** Force Development Instructors, all military/civilian instructors and supervisors

**What's This All About:** Strategies to effectively facilitate adult learning in briefings, training programs and short courses

**What You Will Learn:** Student involvement in the learning process, the unique characteristics of the adult learner, effectively applying strategies to facilitate adult learning

## **BASIC COMMUNICATIONS**

**Who Will Benefit:** All military and civilians

**What's This All About:** The essentials of basic skills to effectively communicate in the military work environment

**What You Will Learn:** Oral and written communications skills; listening skills; overcoming barriers in communications; giving and receiving 360 degree feedback; non-defensive communication techniques and skills

## **BASIC LEADERSHIP**

**Who Can Benefit:** All military and civilians

**What's This All About:** Understanding different levels of leadership; differences between management and leadership; vision and motivation

**What You Will Learn:** The strategies used by each level of leadership; being a successful manager and leader; goal theory and motivation approaches; creating win-win situations

## **BASIC LISTENING SKILLS**

**Who Will Benefit:** All military and civilians

**What's This All About:** The essentials of basic listening skills; saving time and resources; avoiding conflicts by using better communication skills

**What You Will Learn:** How to focus on what is being said; the brain's information processing speed; listen for key words or phrases; visualize what the speaker is saying; listen to the entire message before reacting to the content

## **CIVILIAN FEEDBACK**

**Who Will Benefit:** All supervisors of civilian personnel

**What's This All About:** Learning effective feedback

**What You Will Learn:** How to properly conduct feedback and utilize feed forward concept; how to set goals for subordinates

## **ENLISTED 101**

**Who Will Benefit:** AB thru SrA, new supervisors of enlisted

**What's This All About:** Managing career and enhancing potential for success

**What You Will Learn:** Evaluations; promotions; career planning, importance of technical training; adherence to standards; professional organizations, retirement; decorations and awards

## **FEED FORWARD**

**Who Can Benefit:** All military and civilians

**What's This All About:** Understanding Force Development concept and leadership growth; learning effective feedback

**What You Will Learn:** How to properly conduct feedback and utilize feed forward concept; how to set goals for subordinates

## **INTERPERSONAL COMMUNICATIONS**

**Who Will Benefit:** All military and civilians

**What's This All About:** Creating relationships with others that allow productive workplaces

**What You Will Learn:** Building and maintaining effective relationships; learning appropriate behaviors for effective relationships; creating an approachable environment; honing respectful relationships; dealing with emotions

## **LABOR RELATIONS 101**

**Who Can Benefit:** Supervisors and managers of civilian personnel

**What's This All About:** Understanding Labor Laws and the Union Contract

**What You Will Learn:** Requirements to negotiated changes in working conditions. A pre-test and post-test will be administered. Students should bring a pen and notepad.

## **OFFICER 101**

**Who Can Benefit:** 2Lt-1Lt and Captains who have not yet attended SOS, enlisted personnel interested in a commission

**What's This All About:** Career maximization for junior officers

**What You Will Learn:** Evaluation; promotions; career planning; broadening opportunities; importance of technical training; adherence to standards; professional organizations; retirement; decorations and awards





